



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

UTILITY CRAFTSWORKER APPRENTICE, WATER RESOURCES
OPEN AND DEPARTMENTAL PROMOTIONAL
SPOT EXAMINATION
CONTRA COSTA, KERN, LOS ANGELES AND MERCED COUNTIES

ONE DAY FILE-IN- PERSON	October 21, 2004 You must APEAR AND COMPLETE OR TURN IN YOUR APPLICATION IN PERSON at one of the locations indicated below on the above date. Applications filed by another person, by mail, faxed or submitted prior to or after the file date will not be accepted for any reason . Applicants MUST provide proof of identification in order to file their application.
WHO SHOULD APPLY	This is an open and promotional examination. Candidates who meet the minimum qualifications may participate in this examination. Candidates who have a permanent appointment with the Department of Water Resources may participate promotionally. Please indicate on your application next to the examination title if you are applying for the open or promotional examination. Career credits do not apply.
HOW TO APPLY	Application forms (STD 678) will only be accepted on October 21, 2004 between the hours of 7:00 a.m. and 3:00 p.m. at ONE of the following locations: <div>Contra Costa County/Merced County Department of Water Resources Delta Field Division 5280 Bruns Road Byron, CA (209) 835-7106 Kern County Department of Water Resources San Joaquin Field Division 4201 Sabodan Road Mettler, CA (661) 858-5500</div> <div>Los Angeles County Department of Water Resources Southern Field Division 34534 116th E Pearblossom, CA (661) 944-8509</div> Candidates may establish eligibility in ONE location only. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	Range A - \$2281 Range B - \$2369 Range C - \$2456 Range D - \$2632 Range E - \$2807 Range F - \$3158 Range A – This range shall apply to incumbents who do not meet the criteria for payment in other ranges. Range B through F – Evidence of successful completion of the specific months of the prescribed academic and practical work of the apprenticeship program as defined in the apprenticeship agreement between the Department of Water Resources and the Division of Apprenticeship Standards.
ELIGIBLE LIST INFORMATION	Separate eligible lists will be established for the Department of Water Resources for Butte County, Contra Costa County, Kern County, Los Angeles County and Merced County. In addition, a separate departmental promotional eligible list will be established for the Department of Water Resources for the above counties. Both the open and promotional lists will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATES	The examination will consist of a Written Test and a Qualifications Appraisal Interview. WRITTEN TEST DATE: November 6, 2004 It is anticipated interviews will be held during November/December 2004 .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the written test date, November 6, 2004 . Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Either I One year of experience in the California state service performing a variety of general operations and maintenance duties at the level of Service Assistant (Maintenance Operations). Or II Ability to communicate at a level required for successful job performance. SPECIAL LICENSE REQUIREMENT Possession of a valid permanent Class C California driver's license. (A Class C license is defined as a standard California driver's license). NOTE: Applicants must show their license number, class, and expiration date on their application.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

UTILITY CRAFTSWORKER APPRENTICE,
WATER RESOURCES
OPEN/DEPARTMENTAL PROMOTIONAL

BULLETIN RELEASE DATE: October 4, 2004
FILE-IN-PERSON DATE: October 21, 2004

POSITION DESCRIPTION	<p>A Utility Craftsworker Apprentice, Water Resources, under close supervision, as an indentured apprentice, learns the progressively skilled work in the civil maintenance of facilities associated with the State Water Project and in flood control yards; and does other work as required. This class is designed for entrance in an apprenticeship training program leading to journey level status as a Utility Craftsworker, Water Resources. Inability to maintain satisfactory progress in academic and vocational work of the apprenticeship program is sufficient cause for separation from the program.</p> <p><i>Positions exist in Contra Costa, Kern, Los Angeles and Merced Counties with the Department of Water Resources.</i></p>
DRUG ALCOHOL TESTING	<p>Some positions in this classification may require possession of a commercial driver's license in order to perform safety sensitive functions associated with a commercial motor vehicle (as defined by federal regulations). Therefore, prior to appointment to this classification, you may be required to pass a pre-employment drug test. Once hired, you may also be subject to drug and/or alcohol testing during the course of your employment in this classification. (You will be notified by the hiring supervisor at the time of hire if the position requires drug/alcohol testing).</p> <p>Drug/alcohol testing procedures will be explained to you in more detail at the time you are being considered for appointment to this classification.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a written test with 3 segments, each weighted pass/fail and a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</p>
SCOPE OF EXAMINATION	<p>Written Test – Weighted Pass/Fail</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Basic arithmetic, spelling, and grammar.2. Common hand tools used in maintenance and repair work.3. Identification of tools. <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Common hand tools used in trades and crafts. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Learn rapidly.2. Follow directions.3. Acquire acceptable work habits, such as punctuality, skill, neatness, and dependability.4. Work safely.5. Make satisfactory progress in the prescribed academic and practical work in an approved apprenticeship program for Utility Craftsworker, Water Resources.
SPECIAL PERSONAL CHARACTERISTICS	<p>Willingness to work irregular hours in times of emergency.</p>
VETERANS PREFERENCE	<p>OPEN AND PROMOTIONAL – VETERAN'S PREFERENCE ON OPEN ONLY</p> <p>Veterans Preference Credit will be granted on the open employment list established from this examination. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDIT.</p>

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-5803 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' offices, local offices of the Employment Development Department, the State Personnel Board, and the SPB web site: www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Interview Scope: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Devices for Communications Impairment
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)

For information regarding this examination, please contact Kristie Joyce at (916) 653-5803.

